

DEPARTMENT OF THE ARMY
HEADQUARTERS FORT DEVENS
Fort Devens, Massachusetts 01433-5000
30 June 1993

Change 2

Civilian Personnel
FORT DEVENS MERIT PROMOTION AND PLACEMENT PROGRAM

SUMMARY. This change updates time requirement as authorized by the Office of Personnel Management for details and temporary promotions.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Director of Civilian Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Headquarters Fort Devens, ATTN: AFZD-CP, Fort Devens, MA 01433-5240.

Fort Devens Regulation 690-7, dated 9 November 1990, is changed as follows:

All references to details and/or temporary promotions of 120 days are changed to read "179 days" for organizations undergoing a major reduction in force or closure within two years of the effective date.

FOR THE COMMANDER:

OFFICIAL:
H. CARTER HUNT, JR.
Deputy Commander

ROBERT R. MACMASTER
Director of Information Management

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DEPARTMENT OF THE ARMY
HEADQUARTERS FORT DEVENS
Fort Devens, Massachusetts 01433-5000
20 September 1991

CHANGE 1

Civilian Personnel
FORT DEVENS MERIT PROMOTION AND PLACEMENT PROGRAM

SUMMARY. This change adds procedures for management directed involuntary reassignments.

SUGGESTED IMPROVEMENTS The proponent of this regulation is the Director Of Civilian Personnel. Users are invited to send comments and suggested improvements on DA Form 202~8 (Recommended Changes to Publications and Blank Forms) directly to Commander, Headquarters Fort Devens, ATTN: AFZD-CP, Fort Devens, MA 01433-5240.

Fort Devens Regulation 690-7, dated 9 November 1990 is changed as follows:

Page 7, Chapter 1-5. Add subparagraph h.

h. Management Directed Involuntary Reassignment. When an employee does not voluntarily consent to a reassignment, a management official with jurisdiction over both the position the individual currently holds and the position management requires the individual to be placed into must give the employee a written proposal at least 21 calendar days before the action can be effected. The notice will state the reasons for the reassignment and give the employee 10 calendar days to respond orally, in writing, or both means. After the manager has considered the employee's reply (or after 10 days, if the employee doesn't reply), he or she will give the employee a written decision. If the decision is to reassign, the notice will state the effective date and explain grievance procedures.

FOR THE COMMANDER:

OFFICIAL:
CARROL J. HOWARD
LTC, IN
Deputy Installation Commander

ROBERT R. MACMASTER
Director of Information Management

DISTRIBUTION:
A

DEPARTMENT OF THE ARMY
HEADQUARTERS FORT DEVENS
Fort Devens, Massachusetts 01433-5000
9 November 1990

Civilian Personnel
FORT DEVENS MERIT PROMOTION AND PLACEMENT PROGRAM

SUMMARY. This regulation explains the promotion and internal placement policies and procedures used to fill supervisory and non-supervisory General Schedule and Wage Grade competitive service positions. Certain excepted service employees are also covered (i.e., Veterans' Readjustment Act [VRA], severely handicapped).

APPLICABILITY. This regulation applies to all organizations receiving personnel staffing services for employees under Title 5 U.S.C. from the Directorate of Civilian Personnel (DCP). Where this regulation is in conflict with Department of the Army approved negotiated union-management agreements, the provisions of the agreement will be applicable unless changes are required by law or by regulation of appropriate authorities.

IMPACT ON NEW MANNING SYSTEM. This regulation does not contain information that affects the New manning System.

SUPPLEMENTATION. Local supplementation of this regulation is prohibited, except upon approval of the Director of Civilian Personnel. Requests for exception, with justification, will be sent to Commander, Headquarters Fort Devens, ATTN: AFZD-CP, Fort Devens, MA 01433-5240.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Director of Civilian Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Headquarters Fort Devens, ATTN: AFZD-CP, Fort Devens, MA 01433-5240.

CHAPTER I

GENERAL PROVISIONS

1-1 Definitions.

a. **Area of Consideration.** The area in which a search is made for eligible candidates in a specific placement/promotion action.

(1) **Minimum Area of Consideration.** The area in which it can be reasonably expected to locate enough highly qualified Army candidates to fill vacancies under this plan. When the minimum area of consideration produces sufficient highly qualified candidates for referral, the minimum area and the "area of consideration" are the same. (DA employees with competitive status outside the DCP serviced work force who submit applications will be considered for promotion opportunities under this plan.)

(2) **Extended Area of Consideration.** If the minimum area of consideration fails to produce or it is presumed it will not produce enough highly qualified Army candidates, the minimum area of consideration may be extended as necessary.

* This regulation supersedes FD Regulation 690-7 dated 15 December 1987.

(3) The determination of the area of consideration for a position will be made by the personnel specialist and management official for the particular position to be filled.

b. Best Qualified Candidates. Those candidates who rank at the top for the position being filled when compared with other eligible candidates for a position. A reasonable number of the best qualified candidates, as determined by the personnel specialist and, if appropriate, a Rating Panel, are referred for selection; however, in the absence of highly qualified candidates, the best qualified candidates may consist of qualified candidates.

c. Career Promotion. The promotion of an employee without further competition when competition has been held at an earlier stage. For example, the employee was selected under competitive promotion procedures for a trainee assignment intended to prepare the employee for the target position. The intention must have been made a matter of record at the time the position was initially filled. Another example of career promotion exists if the employee's position is reconstituted at a higher grade because of the accretion of additional duties and responsibilities, including planned management action when the conditions outlined in 1-4b are met.

d. Competitive Action. The Process used (i.e., vacancy announcements) to locate the best qualified candidates for any Position affording promotional opportunity where previous competition has not been held (i.e., career promotion).

e. Concurrent Consideration. The term used to indicate that applicants outside the Department of the Army may be considered.

(1) This term refers to consideration of:

(a) Applicants from Other Federal agencies.

(b) The use of the OPM register.

(c) Other sources to obtain status 'applicants such as Reemployment Priority List (RPL), reinstatement eligibles and persons who may be hired under special authorities such as, but not limited to:

- Those hired under the Veterans Readjustment Act.
- Severely handicapped persons.
- Mentally retarded persons.

(2) A search Outside DA may be conducted before, during Or after the inservice search, if any.

f. Change to Lower Grade. Change of an employee to a lower grade Position or to a position with a lower representative rate of pay.

g. Crediting Plan. The document that incorporates the measurement tools applicable for the position being filled, describes the methodology for evaluating the candidates, and defines each job element and the levels of ability within each job element.

h. DA Form 2600 (Referral and Selection Register) is used to list the names of candidates to be referred to selecting officials for a vacancy or for other appropriate vacancies.

i. Detail. The temporary assignment of an employee to a different position for a specific period. A detail does not change the employees official title, grade or pay rate.

j. Evaluation of Candidates. The process of:

(1) Ensuring they meet Office of Personnel Management (OPM) qualification requirements.

(2) Assessing their eligibility for promotion.

(3) Assessing the degree to which they possess the knowledge, skills, and abilities (KSAs) needed to perform successfully in the job to be filled. For each basically qualified candidate, the end product of the evaluation is a determination of the candidate's demonstrated or potential ability to do the job.

k. Highly Qualified Candidates. Those eligible candidates who have been formally rated against Job-related criteria and found to be among those who are likely to be superior. Under some rating schemes, highly qualified and best qualified candidates are the same because:

(1) They are the candidates who rate at the top.

(2) They comprise the group from which a reasonable number is referred for selection.

l. Highly Qualified Factors. Job related knowledge, skills, or abilities which the candidate possesses and which can be expected to enhance job performance or predict successful performance in the position.

m. Noncompetitive Action. Any promotion action determined to be an exception to competitive procedures under existing regulatory guidance.

n. Position Change. Promotion, change to lower grade or reassignment.

o. Position with Known Promotion Potential. A position from which promotion of the incumbent to the designated target grade(s) may be effected without further competition. Positions that may offer opportunities for promotion because of organizational structures or occupational categories are not positions with known promotion potential for purposes of this regulation.

p. Promotion. Change of an employee to a higher graded position or to a position with a higher representative rate of pay.

q. Qualified Candidates. Candidates who meet established qualification requirements (including appropriate selective factors) for the position being filled.

r. Reassignment. Change of an employee from one position to another at the same grade or representative rate of pay without promotion or change to lower grade.

s. Representative Rate. The fourth step of the grade for a position under the General Schedule and the second step of the grade for a position under the Federal Wage System. Representative rates are used to compare grades under different pay systems.

t. Repromotion. Noncompetitive promotion of an employee, who has been demoted without personal cause, to a position at their former grade or any intervening grade.

u. Selection Certificate. A list of names of candidates provided to the selecting official for a vacancy. The candidates may be referred on either a DA Form 2600 (Referral and Selection Register), DA Form 2303- 2 B (Career Referral List), or DD 359 (Referral For Consideration).

v. Selective Placement Factors. Knowledge, skills, or abilities absolutely essential for satisfactory job performance which represent an addition to the basic standard for a position. Not all jobs require the use of selective factors. The following are examples of appropriate selective factors which may be considered essential for successful job performance:

(1) Ability to speak, read and/or write a language other than English.

- (2) Knowledge and abilities pertaining to a certain program or mission.
- (3) Willingness to move to different geographical locations.
- (4) Willingness to travel frequently.

w. Temporary Promotion. The temporary official placement of an employee into a position of higher grade or higher representative rate. A temporary promotion increases the employee's pay rate.

x. Temporary Reassignment. Change of an employee on a nonpermanent basis from one position to another without promotion or demotion.

y. Transfer. The movement of an employee from one government agency to another.

1-2 Coverage.

a. Except for the exclusion listed in 1-3, this regulation applies to all competitive and excepted service positions under Title 5 U.S.C. in organizations serviced by the Fort Devens Directorate of Civilian Personnel. This regulation also applies to positions in the competitive service which are occupied by excepted service employees under special appointing authorities (e.g., VRA, handicapped, etc.). Where this regulation is in conflict with negotiated union-management agreements, the provisions of the agreement will be applicable.

b. This plan covers the following types of personnel actions:

- (1) Permanent promotions (except as provided in 1-3).
- (2) Reassignments, transfers, reinstatements, or demotions to positions with more promotion potential than a nontemporary position previously held.
- (3) Selection for training, when training is given primarily to prepare employees for advancement and is required for promotion.
- (4) Details of more than 120 days to a higher graded position or one with known promotion potential. (Prior service under all details to higher graded positions or temporary promotions is included, whether competitive or noncompetitive, during the preceding 12 months).
- (5) Temporary promotions of more than 120 days.
- (6) Selection of an individual from the Reemployment Priority List (RPL) for a higher graded position than that from which separated.
- (7) Term promotions

1-3 Policies.

a. Placements under this regulation will be made without regard to political, religious or labor organizations affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, or age, and shall be based on job-related criteria.

b. EEO affirmative action goals will be considered in setting area of consideration.

c. Employees who are currently serving on career, career conditional or special program appointments within the Department of the Army will receive consideration when they apply under specific vacancy announcements.

d. Employees within the area of consideration who are absent for legitimate reasons will be considered for promotions provided they have made their wishes known to their immediate supervisor and have provided the appropriate application form(s) to include a copy of their current performance rating to their supervisor for submission under a specific vacancy announcement.

e. Applicants will be considered for announced vacancies if they meet qualifications, time-in-grade, and time-after-competitive appointment requirements within 30 calendar days from the date the referral register is released. The permanent placement action cannot be effected until they are eligible.

f. When it appears necessary to produce a sufficient number of internal candidates, modified OPM qualification standards may be used in competition. Current career/ career-conditional employees may be assigned (by reassignment or change to lower grade) to positions with greater promotion potential. When used, the modified standards will appear in full in the vacancy announcement.

g. Applications may be accepted and retained for a period of up to one year from the following categories of applicants:

- (1) Those who are eligible for consideration under special programs, i.e., Affirmative Action Program.
- (2) Those relocating to accompany Army service members or employees.
- (3) Those who are surplus.
- (4) Those who qualify for difficult-to-fill positions.

Those applications may be reviewed for possible consideration based upon the need to supplement applications received under vacancy announcements or to improve special program operations.

h. Management maintains the right to select or not to select and to exercise any flexibility necessary in recruitment that will best provide quality staffing in a timely manner and implement programs that carry out public policies.

i. In filling positions, selecting officials must consider Affirmative Action goals. Selecting officials must state, in writing, the reasons for selection on DA Form 2600 and must base their selections on one or more job-related factors (as listed in the vacancy announcement).

j. The number of best qualified candidates referred for consideration may be influenced by the size and nature of the applicant pool and the ability of management to review the number of candidates in a timely and efficient manner.

k. Job analysis procedures will be consistent with the provisions detailed in FPM Supplement 335-1.

l. Temporary promotions will be made for specific periods of not less than 30 days nor more than two years without the expressed approval from higher authority.

1-4 Exclusions to Competitive Procedures.

a. Generally, employees serving on temporary appointments.

b. Positions included in the various career management fields at Command, DA and DOD mandatory referral levels which are filled through the provisions of Army regulations, career management, and appropriate DOD regulations.

c. Certain excepted appointed positions identified to provide for placement of handicapped individuals under the provisions of OPM regulations

d. Positions filled through directed placement as required by statute, regulations or administrative rule. Examples include, but are not limited to, placement through the exercise of overseas reemployment rights, the DOD Priority Placement Program, or restoration from military service.

e. Placement not involving Promotion or known Promotion potential. Placement initiated by management or an employee for reassignment or change to lower grade that does not afford the employee known promotion potential. This includes reassignments involving the movement of career/career conditional employees from part-time to full-time, or from intermittent to full-time, or to part-time positions.

f. Placement of employees in the serviced area who have been identified as surplus.

g. Appointments made under Direct Hire Authority, from an OPM certificate of eligibles, or Delegated Examining Authorities. Candidates referred from OPM certificates, registers established under delegated examining authority, or direct hire will not be ranked against internal candidates since:

(1) Such a practice would restrict management's option to select from any source as provided for in 5 U.S.C. 7106.

(2) Candidates certified from OPM certificates established under delegated examining authority have passed required exams.

h. Reinstatement of a former federal employee or transfer of a present federal employee to a grade no higher than the last grade held in a nontemporary position in the competitive service.

i. Reassignments and demotions required by reduction in force regulations.

j. Placements made in accordance with guidance specifically outlined by the Department of the Army, e.g., the Army Mobility, Opportunity and Development Program.

k. Reassignment or demotion of employees who must be moved out of a position due to a decision resulting from a grievance, appeal or EEO complaint of an employee.

l. Positions filled and promotions effected through the noncompetitive placement or conversion of cooperative education students, junior fellows, 30% disabled veterans, veteran readjustment eligibles, and family members.

m. Excepted service positions.

n. Placement of employees who are medically unable to continue in their present position as certified by a physician.

o. Any other exclusions authorized by DA, DOD, OPM or other higher authority.

p. Noncompetitive promotion (or transfer) to a grade no higher than the highest grade previously held in a nontemporary position in the competitive service. This applies to current DA or other federal employees who previously held a permanent job at a higher grade in the competitive service but have since accepted a voluntary change to a lower grade, or have been reinstated at a lower grade.

1-5 Exception to Competitive Procedures.

a. Career Promotions based on prior competition. Employees may be promoted without competition in certain situations termed "career promotions". Such promotions are not automatic and employees must have demonstrated their ability to perform at the higher level.

b. Career promotion when an employee's position is reconstituted in a higher grade may be filled as an exception to merit procedures. This includes, but is not limited to, an upgrading as a result of planned management action, if all the following have been met:

(1) There are no other employees at the same grade in the unit supervised by the selecting official who are performing duties substantially the same as those duties and responsibilities. (For example, jobs are considered substantially the same when major duties, supervisory controls, knowledge required and working conditions are the same.)

(2) The employee continues to perform the same basic functions as were in the former position and the duties of the former position are in the new position.

(3) The addition of the duties and responsibilities does not result in an adverse impact on another encumbered position, such as abolishing the position or reducing the known promotion potential of another position; and

(4) The employee meets all eligibility and qualification requirements for the position.

c. Promotion to positions based on classification action. The incumbent of a position which is upgraded based on either the issuance of a new classification standard or the correction of a classification requirement will, if otherwise qualified, be promoted within four pay periods without competition.

d. Repromotion.

(1) Although not guaranteed repromotion, a permanent employee, who was demoted within DA or DOD without personal cause (misconduct or inefficiency are examples of personal cause) and not at the employee's request, will be afforded special consideration for repromotion. The special consideration must be given at least as long as the retention (i.e., grade or pay retention) benefits continue. Coverage under the DOD policy stops when the retention benefits are discontinued. Once special considerations for repromotion has been granted to an employee, this special consideration will precede efforts to fill a vacancy by other competitive means. When a vacancy occurs, an employee may be noncompetitively repromoted under this exception to a position at their former grade, or any intervening grade for which they have demonstrated they are qualified.

(a) Acceptance of a lower grade position in lieu of reduction in force (RIF) or in lieu of relocation in a transfer of function is not considered a demotion at the employee's request, and special consideration will be afforded for repromotion.

(b) Placement actions under this provision are subject to DOD 1400.20-IM, Policies, Procedures and Program Manual for DOD Program for Stability of Civilian Employment (referred to hereafter as DOD).

(2) Declination of a position offered under this provision, to the grade originally held or any intervening grade above the employee's current grade, will terminate entitlement to further special repromotion consideration to that grade level.

(3) Exclusions. Special consideration for repromotion will be granted to employees, regardless of their entitlement to retention benefits, if they are demoted to correct a procedural, regulatory, or program violation or if a demotion is accepted to enter a training program and then a training program is not completed for reasons other than at the employee's request, performance or personal cause.

e. Priority Consideration.

(1) May be given only to employees who were adversely affected due to a procedural, regulatory or program violation. If reconstruction shows that the employee is not in the best qualified group, that employee is not adversely affected and no priority consideration is granted.

(2) May be granted only once for each time proper consideration in a competitive promotion action was not given. It is important, therefore, that the employee is given bona fide consideration before consideration is given to candidates under competitive procedures. If the employee does not satisfactorily meet all the job-related criteria, the employee will not be referred. This will not count as the one time priority consideration, since the conditions of an appropriate vacancy have not been met. Nor will an employee receive bona fide consideration if, after referral, management decides not to fill the vacancy at that time. In this situation, the employee will be referred for the next bona fide appropriate vacancy.

(3) Priority consideration will be given for the next appropriate vacancy to make up for the consideration lost. The next appropriate vacancy is one that meets all the following conditions:

(a) A similar type of position in the same pay system as the position for which the employee failed to receive proper consideration.

(b) One in which the employee has indicated interest.

(c) One at the same grade level with no higher potential than the position for which consideration was lost. If the position has known promotion potential, advancement beyond the entry grade is contingent upon satisfactory performance and not guaranteed by the priority consideration.

f. Noncompetitive Temporary Promotions. A temporary Promotion of 120 days or less does not require competition if OPM requirements are met. OPM regulations restrict the cumulative total time to 120 days in noncompetitive temporary promotions in any 12-month period. In calculating this 120 day restriction, details in higher grade positions are counted in the 12-month period. Extensions of temporary promotions beyond 120 days must be made under competitive procedures. Temporary promotions of 60 days or less will be kept to a minimum.

g. Noncompetitive Detail.

(1) Except during emergencies, details should be reasonably related to the employee official promotions and qualifications, although the employee need not meet qualifications requirements for assignment to details.

(2) It is DA policy to keep details as short as Possible. Details of 30 days or less are authorized on an informal basis. As soon as it is known that a detail will or does exceed 30 days, an SF 52 (Request for Personnel Action) must be prepared to document the detail. The employing activity must submit the SF 52 through appropriate channels to the DCP.

(3) Notice to employees. Employees being detailed will be notified by their supervisor of the:

(a) Reason for the detail.

(b) Nature of the duties to be performed.

(c) Duration of the detail.

(4) The DCP may approve extensions of details to unclassified duties, to higher grade positions and to positions in organizations undergoing commercial activity studies as follows:

(a) Initial details and extensions will be made in increments of no more than 120

(b) Details may be extended by the DCP, in 120-day increments, up to a maximum of one year (applies to details to unclassified duties and to same, lower, or higher graded positions). Competitive procedures are required for a detail of more than 120 days to a higher grade.

(c) Details to an organization undergoing a commercial activity study may be extended by the DCP, in 120-day increments, up to a maximum of two years (applies to details to unclassified duties and to same, lower or higher graded positions).

1-6 Responsibilities.

a. Commanders and activity heads will ensure that:

- (1) The merit principles, policies and procedures of this regulation are fully and consistently fulfilled.
- (2) Selecting officials who disregard the principles of merit or engage in prohibited personnel practices are counseled with appropriate disciplinary/performance action taken accordingly.
- (3) Subject matter expertise is provided in the development of crediting plans.

b. Supervisors are responsible for:

- (1) Anticipating personnel needs and changes, and initiating requests for filling vacancies in sufficient time to allow for job analysis, the development of crediting plans, announcements, distribution, rating, ranking, and referral.
- (2) Participating in job analysis and the development of crediting plans.
- (3) Participating, and/or releasing qualified employees to participate, as members of rating panel, as needed.
- (4) Ensuring vacancy announcements are posted.
- (5) Expeditiously processing merit promotion documents, such as employee evaluations of performance and potential, and referral lists.
- (6) Providing employees an opportunity to review and become familiar with the provisions of this regulation.
- (7) Releasing employees selected for placement in other positions in two weeks where possible but no later than the beginning of the second pay period following DCP request for a release date.
- (8) Assuring that selections are based on job-related factors only, which may include potential for the target grade if the position has known promotion potential, and that their selection statements clearly reflect this.
- (9) Reviewing vacancy announcements and filing applications for position vacancies for employees who are absent for official reasons, in accordance with 1-3d and 1-6c~(3).

c. Employees are responsible for:

- (1) Applying within the prescribed time limits, using the forms listed on the vacancy announcement, and only for positions for which they believe they can qualify and in which they have a genuine interest and willingness to accept if selected.
- (2) Preparing themselves for advancement by demonstrating competent performance and increasing their knowledge and skills through self-development and training.
- (3) Notifying their supervisor, in writing, if they wish the supervisor to file applications for position vacancies on their behalf while they are absent for official reasons such as approved leave or TDY.

d. The Directorate of Civilian Personnel (DCP) is responsible for:

(1) Operating, evaluating, and improving the Promotion Program based on regulatory changes and the needs of serviced organizations.

(2) Providing training and assistance on the requirements and procedures of this plan to managers, supervisors, and employees.

(3) Developing Job-related criteria in conjunction with subject matter experts to be used in evaluating applicants.

(4) Publishing announcements, evaluating applicants, and making referrals to the selecting official.

1-7 Program Improvements. Employees and managers are welcome to provide suggestions which will improve this plan. In competitive placement actions, dissatisfaction will Occasionally occur. While employees have the right to file a complaint relating to a promotion action, the nonselection from a group of properly ranked and referred candidates is not an appropriate basis for a formal complaint or grievance.

1-8 References.

a. 5 USC Chapter 33.

b. 5 USC Chapter 35.

c. 5 CFR, 335.103.

d. 5 CFR, 353.201.

e. Federal Personnel Manual, Chapter 300.

f. Federal Personnel Manual, Chapter 335.

g. Federal Personnel Manual, Chapter 353.

h. DOD Directive 1400.20-1-M.

i. Army Regulation 690-300, Chapter 335.

CHAPTER 2

OPERATING PROCEDURES

2-1 Application Procedures.

a. When vacancy announcements are issued, they will normally be open for receipt of applications for a minimum of seven calendar days to include five work days for the Fort Devens area; and a minimum of fifteen calendar days for positions located outside the Fort Devens area. When an announcement is issued, applications must be submitted by all applicants interested in being considered for promotion, reassignment or change to lower grade. Applications must be received by the Directorate of Civilian Personnel by the closing date to be considered. Each applicant is responsible for ensuring his application is received by the closing date, that it is complete and all appropriate signatures affixed. If an applicant does not include all of the required information or forms as specified on the announcement, the applicant may be eliminated from consideration for the vacancy.

b. An employee who will be temporarily absent (e.g., on detail, leave, at a training course, or on temporary duty (TDY) is responsible for providing written information to his supervisor as to series and grades of vacancies

for which he/she would be interested in applying. The employee must have provided the supervisor with the appropriate application forms.

c. A referral register for a specific position, which has resulted in a number of qualified candidates who were not selected for the announced vacancy, may be used for up to 120 days after the closing date of the announcement for other similar vacancies. To be used under this provision, the other vacancies must be in the same duty location, the same or similar occupational field and job series that require the same minimum qualifications for eligibility, at the same grade level and have similar highly qualifying criteria.

d. The Merit Promotion Announcement for positions serviced by the Fort Devens DCP will include the following basic information:

- (1) Announcement Number.
- (2) Title, series, grade and a short description of the duties of the position.
- (3) Minimum standards for eligibility.
- (4) Any selective placement factors. If a selective placement factor is used, the justification for its use will be kept with promotion records.
- (5) Special working conditions, such as unusual tours of duty, travel requirements, or environmental conditions.
- (6) Whether the position being filled is one with known promotion potential.
- (7) Minimum area of consideration.
- (8) Geographical location of the position.
- (9) The job-related criteria to be used in identifying "highly qualified" candidates.
- (10) Statement of what an applicant must do to apply for the vacancy.
- (11) Opening and closing dates, and if appropriate, an initial cutoff date.
- (12) Statement of EEO.
- (13) Statement of whether relocation expenses will be paid by the selecting activity.

2-2 Evaluation Procedures.

a. Rating and ranking.

(1) The screening of applicants to determine basic eligibility, including eligibility under the selective placement factors, will be a function of the DCP.

(2) Applicants must have a rating of fully successful or better on their current performance appraisal to be referred competitively.

(3) Rating and ranking against job-related criteria may be performed by trained employees of the DCP or by a rating panel. The DCP representative and/or management will determine when a rating panel is appropriate. If there are ten or fewer merit promotion eligible candidates, ranking does not have to be done. However, all candidates must show demonstrated possession of the knowledge, skills, abilities, and other characteristics (KSAs) identified for the position based on the job analysis.

b. Rating panel evaluation.

(1) When a rating panel is used, there will normally be three raters, civilian and/or military.

(2) For key managerial positions, including all those with supervisory responsibilities, the rater(s) will occupy positions which are at least equal to or higher than the position to be filled (organizationally or by grade), and will be thoroughly familiar with the kind and level of responsibilities involved.

(3) A DCP representative will serve as advisor to the raters and assure that raters are trained in evaluation methods.

(4) In all possible circumstances, raters will include qualified minority group members and/or women. If qualified individuals are not available within the activity, other sources of raters should be considered. Where no qualified minority group members and/or women are available, the promotion record will be documented to clearly demonstrate that substantial effort was made to locate such raters.

(5) In no case will rating be performed by an individual who is also the selecting official.

2-3 Determining Eligibility Of Promotion Applicants.

a. Minimum qualification standards. The OPM approved qualification standards will be the sole basis for determining basic eligibility, except where the appropriate office of OPM has approved an agency minimum qualification standard or exception. A qualification standard may not be modified after the promotion process is under way unless an inappropriate standard has been used through error or OPM issues a revised standard.

b. Time-in-Grade Restrictions. Time-in-grade restrictions will be applied to position vacancies within the General Schedule pay plan. However, this restriction does not apply when a current employee applies for a vacancy based on their eligibility for a special hiring authority (e.g., VRA). Service in a Nonappropriated Fund (NAF) position is credited towards time-in-grade.

c. Selective Placement Factors. The determination of proper selective placement factors will be made by the DCP representatives based on needs expressed by management officials concerning the position(s) to be filled. When used, the selective placement factor(s) become a part of the minimum qualification requirements. The justification for its/their use will be kept with the promotion records.

d. Determining Highly Qualified candidates.

(1) More than ten candidates. Candidates who meet minimum qualifications will be further evaluated in accordance with job related criteria to determine those who are highly qualified. This will be based on the knowledge, skills, abilities, and other characteristics (KSAs) required to perform the duties of the position in a highly successful manner. Scores will be assigned to indicate the candidate's level of possession for each of the KSAs using their experience, education, training, self-development, awards and appraisals. Candidates who have been determined to be highly qualified will be compared with each other to determine if there are any further qualitative distinctions among them. If there are distinctions, those who clearly stand out will be determined to be the best qualified candidates.

(2) Ten or fewer candidates who meet minimum qualifications. Candidates will be further evaluated using simplified procedures. All candidates who are determined to be high quality may be referred as the best qualified without assigning scores. High quality candidates are those who, in the rater's judgment, possess the KSAs identified by a job analysis.

2-4 Supervisory Positions.

a. The procedures for filling positions requiring supervisory abilities and potential will require the completion of OF 300, Qualification Analysis and Assessment of Potential for Supervisory Position, in addition to other merit promotion application forms.

b. All newly appointed supervisors and/or managers will serve a one-year supervisory and/or managerial probationary period.

2-5 Notification to Applicants. Merit promotion applicants will be notified in a timely manner by the DCP as to whether they were qualified, highly qualified, best qualified, not qualified, or selected upon completion of the selection process. Notification of being found not qualified will be made no later than the time the candidates are referred to the selecting official. Those referred but not selected will be notified within 15 days of receipt of the referral list in the DCP.

CHAPTER 3

REFERRAL, SELECTION AND RELEASE OF CANDIDATES

3-1 Referral.

a. Special provisions for repromotion eligibles. If there are one or more repromotion eligibles, their names will be listed (in alphabetical order) on a DA Form 2600 and referred to the selecting official before a competitive list is issued. If, however, any of the nonselected repromotion eligibles are referred among the best qualified and not selected, substantive written justification for the nonselection must be provided by the selecting official on the selection register. The personnel specialist will determine the adequacy of such justification

b. DOD PPP. If a vacancy occurs for which a Priority 1 or 2 registrant under the DOD PPP is qualified and available, that registrant will be offered the position by the DCP.

c. Competitive candidates. Normally, three to five best qualified available candidates will be referred to the selecting official. If the area of consideration has produced only one or two highly qualified candidates, those candidates may be referred without extension of the area provided they are acceptable to the selecting official. In view of the extensive time and cost necessary to recruit candidates, generate referral lists, etc., referral registers returned which have three or more available candidates will require written rationale as to why each available candidate is unacceptable. This documentation is required before a second list is issued and for evaluation purposes.

d. Other mandatory placement programs. Some vacancies may require mandatory placement through such programs as Department of Army Career Program Interns (if they cannot be placed at their current location), OPM Displaced Employee Program and DOD PPP.

3-2 Selection.

a. General.

(1) The selecting official is entitled to select any candidate referred on a best qualified list, or from a certificate of eligibles as limited by both veteran's preference and the Military Spouse Preference Act. The official must base the selection on job-related factors, including the candidate's potential for the target level if the position has known promotion potential. The selecting official must identify on the referral document the legitimate job-related reasons used and the reasons why the selectee is expected to perform the job most successfully. No indication of selection or nonselection may be given to any candidate by the selecting official, since all actions must be reviewed by the DCP before finalization. All documents furnished with the selection register will be returned to the DCP by the date indicated on the register. Failure to adequately document promotion actions may be cause for delay in making a job offer.

(2) Selecting officials may seek the advice or recommendation of others either informally or by utilization of a structured panel interview. If the interview process is used, the participants shall be at or above the level of the vacancy (organizationally or by grade). Selecting officials must make the selection based on their judgment of merit factors.

(3) Management at its discretion may decide not to fill a vacancy even after receiving a properly developed DA Form 2600. If the decision is made not to fill a position or engineer it downward for further recruitment after receiving a DA Form 2600, the register will be returned to the DCP with justification and written concurrence from a higher management official. The DCP will review the documentation and determine if the failure to make a selection is supportable on merit grounds. If not supportable, recruitment action may be suspended for a period of up to six months, unless an exception is approved by the Director of Civilian Personnel. In no instance will selections be deferred or delayed solely to circumvent the requirements of this plan.

(4) Selections shall be made as soon as possible after the DA Form 2600 is provided to the selecting official, but normally no later than 30 calendar days after receipt. Additional time to retain the selection certificate may be authorized by the ~DCP in individual situations. Such an extension, when granted, will be for the minimum time necessary to assure proper selection.

b. Interviews. Interviews of candidates may be used as deemed necessary by the selecting official. Interviews are neither required nor prohibited for any candidate on any referral list. Selecting officials, not the DCP, will make arrangements for interviews. Failure to appear at an interview will not be the basis for nonselection; consideration will be based on the material submitted.

c. Review. An Affirmative Action Plan (AAP) strives to overcome obstacles that impede EEO for minorities and women and/or to correct imbalances in the work force. Even though race, sex or national origin may not be the sole or deciding factor in the selection process, in those instances where minorities and women are among the best qualified candidates, it is appropriate for selecting officials to consider the need for affirmative action in making the final selection decision. Caution must be exercised to ensure that this consideration is not substituted for qualifications.

3-3 Notification and Release of Selected Candidates.

a. After completing review of the action the DCP will contact the selectee and make the necessary contacts to arrange the date for the selectee to report for duty.

b. If an employee is selected for a position in which the vacancy announcement identified relocation costs would not be paid, the employee will be notified when the offer is made. If the employee accepts the offer, the personnel specialist will follow-up, in writing, within three working days of the acceptance, that no relocation costs will be paid by the selecting activity.

c. Normally, an employee selected will be released no later than the first pay period which begins at least two weeks following the date of commitment. When unusual requirements exist that make release infeasible by that time, a later date may be established, if agreed to by the selecting supervisor. Under no circumstances will release be delayed beyond the beginning of the third pay period following the original DCP request for release date without the recorded approval of the selecting office.

3-4 Effective Dates of Promotion Actions. The effective dates of all promotion actions will be at the start of a pay period.

CHAPTER 4

PROGRAM EFFECTIVENESS

4-1 Information to Employees. This plan will be made accessible to employees serviced by DCP.

4-2 Documentation and Maintenance of Records. Promotion and placement actions will be documented in the merit promotion folder. The documentation will provide, as specified by OPM, clear evidence that actions are being effected in consonance with the policy and provisions of this plan and to provide the basis needed for evaluation of the program and for answering questions that management or employees may raise about the program in general.

4-3 Review of Actions, Plans and Operations.

a. Each personnel action request will be carefully reviewed by the DCP to assure that its processing is fully consistent with the provisions of this plan.

b. Except in career promotions that are exceptions to competitive procedures, it is a violation of this plan and Title 5 U.S.C. for a supervisor to state that they want to promote a particular candidate.

c. Periodic reviews and appraisals will be made of this plan and of its operation for the purpose of initiating such adjustments and improvements as may be needed.

4-4 Violations, Corrective and Disciplinary Actions. If regulatory, procedural, or program violations are identified during audits, appropriate corrective actions will be taken in accordance with applicable OPM and DA directives.

a. Action to correct a violation may involve the employee who was erroneously promoted, the employee or employees who were not promoted or considered because of the violation or officials who caused or sanctioned a violation.

b. An erroneously Promoted employee may or may not be retained in the Position, depending upon the facts surrounding the violation. Employees not promoted or given proper consideration may be given special consideration to the vacancy concerned. In any case, OPM and DA regulations will be strictly adhered to in taking corrective action.

c. Management Officials who permit a violation to occur will be informed of the violation and told what to do to avoid repetition. Whether action should be taken against an official and the type of action will depend on such factors as the severity of the violation, the motivation for the violation and whether the violation was repetitive. The type of action taken against an official responsible for a violation will be in accordance with applicable laws and regulations regarding civilian personnel administration.

4-5 Employee Grievances and Complaints.

a. An employee may refer questions or complaints about the promotion program or about a specific promotion action to his/her supervisor for informal handling. Appropriate information or explanations will be provided to the employee.

b. Formal complaints submitted by an employee shall be processed under applicable grievance procedures, including procedures negotiated with unions, or under the regulations governing the handling of equal employment opportunity complaints, as appropriate, or governing prohibitive employment practices.

c. Failure to be selected for promotion from a group of candidates when proper promotion Procedures have been used is not a basis for a formal grievance.

FOR THE COMMANDER:

OFFICIAL:
RICHARD L. EDWARDS
LTC, TC
Deputy Installation Commander

FD Reg 690-7

ROBERT R. MACMASTER
Director of Information Management

DISTRIBUTION:
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